DOCUMENT RESUME

ED 034 061 VT 009 752

AUTHOR McCracken, David
TITLE Intensive Training for Job Entry Skills: A Selected Bibliography for Use in Program Development. Information Series-Analysis Paper No. 1.
INSTITUTION Ohio State Univ., Columbus. Center for Vocational and Technical Education.
Spons Agency Office of Education (DHEW), Washington, D.C.
Pub Date Nov 69
Note 15p.

EDRS Price EDRS Price MF-$0.25 HC-$0.85
Descriptors *Bibliographies, Educational Needs, Educational Research, *Job Training, Program Descriptions, Program Development, Program Evaluation, *Research Reviews (Publications), *Skill Development, *Vocational Education
Identifiers *Intensive Programs

Abstract

This 43-item selected bibliography organized under the headings of The Need for Programs, Descriptions of Programs, The Development and Operations of Programs, Reports of Evaluations of Programs, and Information Sources, was developed to assist school districts in planning and implementing exemplary programs of intensive training in job-interest skills for students leaving school. The review and analysis section reveals the major strengths of these intensive programs as: (1) concern for the employment potential of each individual, (2) realistic training in view of employment opportunities, (3) the concern for placement of graduates, (4) ungraded instruction allowing pupils to progress at their own rate, (5) improvement in attitudes and work-seeking behavior, and (6) higher probability of employment for graduates. Major factors limiting success include: (1) competition for entry-level jobs, (2) problems in changing work attitudes of students, (3) lack of student motivation, (4) resistance to a "non-standard" instructional program, (5) training for skills incongruent with the aptitudes of students, and (6) failure to orient students to the purposes and objectives of the program. Ordering information is provided for each bibliographic entry. (Author)

ED034061

INTENSIVE TRAINING FOR JOB ENTRY SKILLS: A Selected Bibliography for Use in Program Development

by

David McCracken

ERIC CLEARINGHOUSE
THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

VT009752

Information Series -
Analysis Paper No. 1

INTENSIVE TRAINING FOR JOB ENTRY SKILLS: A Selected Bibliography for Use in Program Development

by
David McCracken

This publication was prepared pursuant to a contract with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

November 1969

ERIC Clearinghouse
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

PREFACE

This bibliography represents a means to assure utilization of research and development work in actual operations in school settings. It was developed to assist school districts in planning and implementing exemplary programs of intensive training in job-entry skills for students leaving school. These training programs are expected to gain in popularity as public schools assume more responsibility in facilitating the transition from school to work.

An increasing number of exemplary programs and projects are being designed to create bridges between school and earning a living, promote cooperation between public education and manpower agencies, and broaden occupational aspirations and opportunities for young people. Direct financial support is furnished by the U.S. Commissioner of Education under Section 142(c) of Part D of Public Law 90-576.

Robert E. Taylor, Director
The Center for Vocational
and Technical Education
The Ohio State University

INTRODUCTION

The increasing concern of schools for the employability of their clientele has sharpened interest in providing programs for students who have not previously been enrolled in vocational education to receive specific training in job-entry skills immediately prior to the time they leave school.

References to aid schools in exemplary program development were identified through a search of : (1) Manpower Research Inventory for fiscal years 1966-1968, (2) Research in Education (RIE), (3) Worker Adjustment: Youth in Transition from School to Work, (4) Abstracts of Instructional Materials in Vocational and Technical Education (AIM), and (5) Abstracts of Research and Related Materials in Vocational and Technical Education (ARM). These reference tools along with additional information sources are listed in the last section of the bibliography.

A limited number of public school programs have been identified that would serve as a model for development of programs to provide pre-employment training of short duration. A majority of the documents identified for this review represent the efforts of agencies outside the public school systems in providing remedial vocational training programs. The range of references cited covers those documents reporting research of program effectiveness to those containing suggestions for program operation.

The bibliographic information for reports with ERIC document (ED) numbers is the same as found in Research in Education (RIE). Most of these items are available on microfiche (MF) or hard copy (HC) from the ERIC Document Reproduction Service (EDRS). Orders must include payment for items totaling less than $5, a handling charge of 50 cents, and sales tax for states with sales tax laws. Send order to EDRS, National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland, 20014.

EDRS prices cited in this bibliography reflect the prices in effect at the time of publication. Retrospective use of this bibliography requires attention to the most recent price schedules which are available in a current issue of RIE.

REVIEW AND ANALYSIS

The Need for Programs

Public schools vary in their acceptance of responsibilities to prepare youth for employment. The most seriously disadvantaged students receive the least relevant education. Programs offered to serve the specific needs of disadvantaged youth often do not differ greatly from regular vocational education programs. Students who leave school without further educational aspirations usually suffer from: (1) unrealistic aspirations, (2) poor attitudes toward work, (3) lack of responsibility, maturity, and self-discipline, (4) lack of a knowledge of the real demands of work, and (5) lack of realistic opportunities for employment and career development. Exemplary programs should provide jobs and human renewal on an individual basis. The most relevant education for the youth who will be leaving school is training that will help each individual become self-supporting. The educational system should be structured so youth may leave school at any level with an opportunity for employment. Few successful programs exist at the present time.

Descriptions of Programs

Programs developed by the Department of Labor, local school districts, community organizations under various federal legislation, and correctional institutions utilized different approaches in developing the employment potential of their clientele. Major program features include: (1) an integration of vocational and academic instruction with an orientation toward job competence, (2) individually oriented occupational training designed to develop confidence in the students, (3) utilization of part-time subsidized jobs, (4) job creation, job development, job placement, and job coaching, (5) job orientation, work observation, and on-the-job training, (6) intensive summer programs, (7) New Careers type programs with a 4-week intensive training program, a transition period of one-half time work experience and one-half time related instruction, and a 2-year follow-up program of one day of related instruction per week with a full-time job, and (8) transition programs such as are found in correctional institutions.

The Development and Operation of Programs

Program operation and management factors were found to be related to retention and placement of disadvantaged students. Some factors forwarded for consideration in development and operation of skill development programs are: (1) The occupational level of skill training must be adapted to the abilities and aptitudes of the students, (2) Special counseling for students is needed, (3) Electronic tutors improved performance over regular teaching methods, (4) The type and availability of entry level jobs should be considered, (5) Ungraded schools have been successful where students progress at their own rate in situations where they work 4 hours per day and attend school 3 hours per day, (6) Use of specialized technically competent instructors in a differentiated staffing arrangement proved successful in a 6-week skill training program, (7) Student perceptions of the program are important, and (8) Instructional packages for intensive programs in food service skill development have been tested and are available.

Reports of Evaluations of Programs

Skill-training programs have resulted in a reduction in unemployment of graduates. Even dropouts from these programs appear to have undergone some improvement in work-seeking behavior. Most programs have resulted in the general improvement in attendance, performance, and behavior of mildly problematic youth. Programs in correctional institutions have proven quite successful.

A major problem arises in competition for entry-level jobs with older unskilled workers. The number of low-skill jobs is on the decrease. Another major problem is the fact that work experience does not necessarily improve an individual's attitude toward work.

Summary

Major strengths of short-term intensive educational programs for the development of the-job-entry skills of students include: (1) The major concern of the program is to develop the employment potential of each individual, (2) Training is realistic in view of employment opportunities, (3) Responsibility is often assumed for placement of those who complete the course, (4) Ungraded instruction allows pupils to progress at their own rate, (5) Students have generally shown improvement in attitudes and work-seeking behavior, and (6) Graduates have a higher probability of employment than those who do not complete the program.

Major factors limiting success of programs include: (1) competition for entry-level jobs, (2) problems in changing work-attitudes of students, (3) lack of student motivation, (4) resistance to a "non-standard" instructional program, (5) training for skills incongruent with the aptitudes of the students, and (6) failure to orient the students to the purposes and objectives of the program.

BIBLIOGRAPHY

The Need for Programs

Department of Health, Education and Welfare, Washington, D.C.; and National Manpower Policy Task Force, Washington, D.C.
The Transition From School to Work: A Report Based on The Princeton Manpower Symposium May 9-10, 1968. Research Report Series No. 111.
Spons Agency-Manpower Administration (DOL), Washington, D.C.
Pub Date 68
Note-290p.
Available from--Industrial Relations Section, Princeton University, P. O. Box 248, Princeton, New Jersey 08540 ($4.00)
Document Not Available From EDRS

Garbin, A.P. And Others
Problems in the Transition from High School to Work as Perceived by Vocational Educators.
Ohio State Univ., Columbus, Center for Voc. Educ.
Report No-RES-SER-20
Pub Date Oct 67
Note-82p.
ED 016 811
EDRS Price MF-$0.50 HC-$4.20

Groves, Ramsey M.
A National Survey of Vocational Education Programs for Students with Special Needs.
Ohio State Univ., Columbus, Ctr. Voc. and Tech. Ed.
Pub Date May 66
Note-100p.
ED 011 041
EDRS Price MF-$0.25 HC-$5.00

Hovne, Avner
"Manpower Planning and The Restructuring of Education," International Labor Review, 89 (June, 1964), pp. 529-550.

Social, Educational Research and Development, Inc., Silverspring, Md.
An Identification and Analysis of Effective Secondary Level Vocational Programs for the Disadvantaged. Final Report.
Spons Agency-Office of Education (DHEW), Washington, D.C.
Bureau No-BR-8-9015
Pub Date Dec 68
Contract-OEC-0-8-089015-3344(010)
Note-314p.
ED 029 105
EDRS Price MF-$1.25 HC-$15.80

Wirtz, W. Willard
"A Human Renewal Program: To Salvage the Nation's 800,000 Unemployed Teenagers," Occupational Outlook Quarterly, 10 (February, 1966), pp. 1-4.

Descriptions of Programs

Bienenstok, Theodore and Sayres, William
STEP: School to Employment Program: An Appraisal. New York: University of the State of New York, August, 1964.

Ferman, Louis A.
Operation Retrieval. Disadvantaged Youth: Problems of Job Placement, Job Creation, and Job Development.
Michigan Univ., Ann Arbor. Inst. of Labor and Industrial Relations
Spons Agency-Manpower Administration (DOL), Washington, D.C.
Pub Date Dec 67
Note-70p.
Available from--Institute of Labor and Industrial Relations, University of Michigan - Wayne State University, P. O. Box 1567, Ann Arbor, Michigan 48106 ($2.00)

Kaplan, Leon L.
Occupational Training Centers for 16-18 Year-Old Youth. A Demonstration Program for Potential or Actual Dropouts.
Los Angeles City Schools, Calif.
Bureau No-BR-6-2958
Pub Date Jan 67
Grant-OEG-4-7-062958-0417
Note-110p.
ED 010 620
EDRS Price MF-$0.50 HC-$5.50

Landis, E.W.
"Back Out on the Street?--Muskegon Project Prepares Them For Job," Michigan Education Journal, 43 (May, 1966), pp. 19-20+.

Murray, Evelyn
"Work: A Neglected Resource for Students," Personnel Guidance Journal, 41 (November, 1962), pp. 229-233.

New Careers Development Center, New York, N.Y.
A Design for Large Scale Training of Subprofessionals.
Pub Date May 67
Note-9p.
ED 020 424
EDRS Price MF-$0.25 HC-$0.55

Nicolaysen, G. Roy
Groundsman-Gardener for Special Class Students (Educable Mentally Retarded Youth), Final Report.
Oakland Unified School District, Calif.
Report No-ERD-315-65
Bureau No-BR-5-0178
Pub Date 22 Jul 65
Grant-OEG-4-6-050178-1838
Note-33p.
ED 010 280
EDRS Price MF-$0.25 HC-$1.65

Stillerman, Manual and Lowens, Milton
Operation Giantstep, Research in a New Remedial Program and Community College Industrial Technology Curriculum for Disadvantaged High School Graduates.
City Univ. of New York, Bronx Community Coll.
Spons Agency-Department of Health, Education and Welfare
Report No-ERD-553
Bureau No-BR-5-1336
Pub Date 30 Oct 66
Contract-OEG-1-6-000553-0803
Note-116p.
MP 000 002
EDRS Price MF-$0.50 HC-$5.80

Wickland, Roger F.
Operation Retrieval--Impact on Community Organizations and Institutions Made by MDTA Experimental and Demonstration Projects for Disadvantaged Youth. Final Report.
Human Interaction Res. Inst., Los Angeles, Calif.
Pub Date Jun 67
Note-88p.
ED 014 583
EDRS Price MF-$0.50 HC-$4.50

Wisconsin Univ., Madison, Center for Studies in Vocational and Technical Education
Education and Training in Correctional Institutions. Proceedings of a Conference
Spons Agency-Department of Justice, Washington, D.C.; Federal Prison Industries, Inc.
Pub Date 68
Note-118p.
Available from--Publication Office, Center for Studies in Vocational and Technical Education, Social Science Building, 1180 Observatory, The University of Wisconsin, Madison, Wisconsin 53706.

The Development and Operation of Programs

Center for Vocational Arts, Norwalk, Conn.
A Pilot Project to Develop a Program of Occupational Training for School Alienated Youth. Second Interim Report.
Spons Agency-Norwalk Board of Education, Conn.; Office of Education (DHEW), Washington, D.C.
Bureau No-BR-5-0005
Pub Date 31 Aug 68
Contract-OEC-5-85-055
Note-105p.
ED 025 641
EDRS Price MF-$0.50 HC-$5.35

Center for Vocational Arts, Norwalk, Conn.; New York Univ., N.Y. Center for Field Research and School Services.
A Pilot Project to Develop a Program of Occupational Training for School Alienated Youth. Appendix to Second Interim Report.
Spons Agency-Connecticut State Dept. of Education, Hartford. Div. of Vocational Education; Norwalk Board of Education, Conn.; Office of Education (DHEW), Washington, D.C.
Bureau No-BR-5-0005
Pub Date 1 Sep 68
Contract-OEC-5-85-055
Note-75p.
ED 025 642
EDRS Price MF-$0.50 HC-$3.85

Cook, Fred S. and Lanham, Frank W.
Opportunities and Requirements for Initial Employment of School Leavers with Emphasis on Office and Retail Jobs.
Wayne State Univ., Coll. of Education, Detroit
Report No-CRP-2378
Bureau No-BR-5-0084
Pub Date 66
Note-222p.
ED 010 054
EDRS Price MF-$1.00 HC-$11.10

Cozine, June
Approaches to Use in Assessing Needs for, Content of, and Certain Factors to be Considered in Offering Home Economics Courses Preparing for Gainful Employment.
Oklahoma State Univ., Research Foundation
Report No-ERD-203-65
Bureau No-BR-5-C026
Pub Date Mar 66
Contract-OEC-5-85-088
Note-54p.
ED 010 019
EDRS Price MF-$0.25 HC-$2.70

Edgerton, Harold A. and Sylvester, Robert W.
The Prediction of Outcomes of MDTA Programs, A Pilot Study.
Performance Research, Inc., Washington, D.C.
Bureau No-BR-5-0127
Pub Date 15 Feb 66
Contract-OEC-5-85-037
Note-38p.
ED 010 011
EDRS Price MF-$0.25 HC-$1.90

Hooprich, Eugene A.
A Second Investigation of the Feasibility of Navy Commissaryman Training for Group IV Personnel.
Navy Training Research Lab., San Diego, Calif.
Spons Agency-Department of Defense, Washington, D.C.
Report No-RR-SRR-68-23
Pub Date May 68
Note-31p.
MP 000 636
EDRS Price MF-$0.25 HC-$1.65

Huffman, Harry
Boost--Business and Office Education Student Training. Preliminary Report.
Ohio State Univ., Columbus, Center for Voc. Educ.
Report No-OSU-CVE-RES-14
Pub Date 67
Note-270p.
ED 018 663
EDRS Price MF-$1.25 HC-$13.60

Konz, Stephan A. and Middleton, Raymona
Work Instruction Programs for the Food Service Industry.
Kansas State Univ., Manhattan, Agr. and Appl. Sci.
Bureau No-BR-6-2159
Pub Date Apr 67
Note-53p.
ED 011 961
EDRS Price MF-$0.25 HC-$2.65

Kopas, Joseph S.
A Curriculum Development Study of the Effectiveness of Upgrading the Technical Skills of Educationally Disadvantaged Union Members.
Negro American Labor Council, Region 4, Cleveland
Bureau No-BR-6-1484
Pub Date 28 Nov 66
Grant-OEG-3-6-061484-0601
Note-82p.
ED 010 430
EDRS Price MF-$0.50 HC-$4.10

Office of Education (DHEW), Washington, D.C.
A Pilot Project to Develop a Program of Occupational Training for School Alienated Youth. Interim Report and Statistical Evaluation.
Bureau No-BR-5-0005
Pub Date 31 Aug 67
Contract-OEC-5-85-055
Note-167p.
ED 016 868
EDRS Price MF-$0.75 HC-$8.45

Roberts, Roy W.
Determining Kinds of Gainful Employment in Which Former Homemaking Students from Arkansas Secondary Schools Engage, and What Knowledge and Skills Homemaking Curriculums May Contribute to These Gainful Occupations.
University of Arkansas, Coll. of Education
Bureau No-BR-5-0002
Pub Date Feb 66
Contract-OEC-5-85-025
Note-83p.
ED 010 013
EDRS Price MF-$0.50 HC-$4.15

Roberts, Roy W. And Others
Evaluation of the Effectiveness of Using Specialized Instructors in Providing Occupational Training for Industrial Jobs for High School Vocational Agriculture Students.
Arkansas University, Fayetteville
Report No-ERD-075-65
Bureau No-BR-5-0013
Pub Date 65
Contract OEC-5-85-016
Note-65p.
ED 003 101
EDRS Price MF-$0.50 HC-$3.25

Standlee, Lloyd S. and Saylor, John C.
Feasibility of Equipment Operator Class "A" School Training for Group IV Personnel.
Navy Training Research Lab., San Diego, Calif.
Spons Agency-Department of Defense, Washington, D.C.
Report No-RR-SRR-68-21
Pub Date Mar 68
Note-21p.
MP 000 635
EDRS Price MF-$0.25 HC-$1.15

Feasibility of Storekeeper Class "A" School Training for Group IV Personnel.
Navy Training Research Lab., San Diego, Calif.
Spons Agency-Department of Defense, Washington, D.C.
Pub Date Jun 68
Note-21p.
MP 000 638
EDRS Price MF-$0.25 HC-$1.10

Todd, Vivian Edmiston and Bates, Zelpha
Development of a Junior High School Instrument for Appraising Social Readiness for Employment.
California State Coll., Long Beach
Spons Agency-Department of Health, Education and Welfare
Bureau No-BR-5-8462
Pub Date Mar 67
Contract-OEC-6-85-129
Note-86p.
MP 000 008
EDRS Price MF-$0.50 HC-$4.30

Reports of Evaluations of Programs

Caro, Francis G.
The Neighborhood Youth Corps and the Community, An Exploratory Study of the Implications of a Federal Anti-Poverty Program for Milwaukee, Wisconsin.
Neighborhood Youth Corp., Washington, D.C. (DOL)
Pub Date Sep 66
Note-54p.
ED 013 968
EDRS Price MF-$0.25 HC-$2.80

Freedman, Marcia
"Part-Time Work Experience and Potential Early School-Leavers," American Journal of Ortho-Psychiatry, 33 (April, 1963), pp. 509-514.

Nellum, Albert L. And Others
An Analysis of Summer Youth Demonstration Programs, 1966.
Nellum, (A.L.), and Associates, Washington, D.C.
Spons Agency-Office of Manpower Policy, Evaluation and Res. G4; G1DOL
Pub Date Dec 66
Note-139p.
ED 014 595
EDRS Price MF-$0.75 HC-$7.05

Schrank, Rober and Lorber, Fred
The Bloomingdale Project, Report of a Demonstration On-The-Job Training Program.
Mobilization for Youth, Inc., New York, N.Y.
Pub Date 1 Nov 64
Note-21p.
ED 012 290
EDRS Price MF-$0.25 HC-$1.05

Sullivan, Clyde E. and Mandell, Wallace
Restoration of Youth Through Training, A Final Report.
Wakoff Research Center, Staten Island, N.Y.
Pub Date Apr 67
Note-409p.
ED 016 138
EDRS Price MF-$1.75 HC-$20.55

Thompson, David
"Youth Employment and Technological Change," Employment Service Review, 1 (May, 1964), pp. 26-27.

Information Sources

Abstracts of Instructional Materials in Vocational and Technical Education (AIM).
Began Fall 1967. Quarterly. Subscription: $9.00 per year. Order from ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210.

Abstracts of Research and Related Materials in Vocational and Technical Education (ARM).
Began Fall 1967. Quarterly. Subscription: $9.00 per year. Order from ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210.

Garbin, A.P. And Others
Worker Adjustment--Youth in Transition from School to Work, An Annotated Bibliography of Recent Literature. Bibliography 2.
Ohio State Univ., Columbus, Center for Voc. Educ.
Pub Date 68
Note-143p.
ED 021 070
EDRS Price MF-$0.75 HC-$7.20

Manpower Research: Inventory for Fiscal Years 1966 and 1967.
Washington, D.C., U.S. Government Printing Office, 1968. 261 p.
Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Catalog No. FS 5.212: 12036. Price $2.75

Manpower Research: Inventory for Fiscal Year 1968.
Washington, D.C., U.S. Government Printing Office, 1969. 153 p.
Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Catalog No. FS 5.212: 12036-68. Price $1.75

Research in Education (RIE).
Began November 1966. Monthly. Subscription: Domestic, $21.00 per year; Foreign, $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402.